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## ***Position Announcement***

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

### ***Programming & Training Assistant***

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).

The ***Programming & Training Assistant*** will work as a member of the Programming & Training Unit supporting the entire Peace Corps Kosovo Program. The Programming & Training Assistant will:

- Provide administrative and logistical support to the Programming and Training Team;
- Oversee the monitoring, reporting and evaluation (MRE) system for Peace Corps Kosovo;
- Manage the Peace Corps Kosovo small grants program;
- Help maintain the Peace Corps Resource Center;
- Provide translation support as needed; and
- Manage special projects as assigned.

### **Mandatory Qualifications**

**Education:** Any University degree

**Professional Work Experience:** Minimum 5 years experience working in a program support and/or administrative support capacity.

**Language:** Fluency in Albanian and English are required. Fluency in Serbian is desired.

### **Skills and requirements:**

- Evidence of strong administrative skills.
- Excellent interpersonal communication and organizational/time management skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.

This position begins as a FSN Grade Equivalent 5 with an approximate annual salary of €11,338 + benefits.

**Important!** Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to [kosovopc@peacecorps.gov](mailto:kosovopc@peacecorps.gov). The SUBJECT LINE of this email MUST state: **Application for Programming & Training Assistant**. Hard copies of applications will not be accepted.

Closing date: applications must be received **no later than midnight May 4, 2014 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.